

Department of the Army  
Headquarters, US Army  
Field Support Command  
1 Rock Island Arsenal  
Rock Island, IL 61299-6500

\*AFSC Regulation 1-5

18 Oct 04

Administration

SPONSORSHIP OF CONFERENCES

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Applicability. This regulation applies to all US Army Field Support Command (AFSC) and US Army Joint Munitions Command (JMC) Headquarters (HQ) organizations and subordinate installations.

Decentralized Printing. All installations may locally reproduce this regulation.

Supplementation. Supplementation of this regulation is authorized only with prior approval from the proponent.

Proponent. The proponent is the Assistant Chief of Staff for Resource Management G-8. Users may submit comments/recommendations to HQ AFSC (AMSFS-RMP), 1 Rock Island Arsenal, Rock Island, IL 61299-6500, e-mail AFSC-OFC-RMP@afsc.army.mil.

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Supersession Notice. \*OSCR 1-5, 21 Nov 00.

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FOR THE COMMANDER:

  
D. Scott Welker  
Chief of Staff

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## 1. Purpose.

a. To establish and provide procedures and controls to ensure efficiency, effectiveness, and propriety in planning and conducting all AFSC/JMC conferences.

b. To assign responsibilities and approval levels for planning and organizing all AFSC/JMC conferences.

## 2. References.

a. U.S. Army Materiel Command - Regulation (AMC-R) 1-12, Sponsorship of Conferences.

b. Joint Travel Regulations, Volume II, DOD Civilian Personnel.

3. Scope. See AMC-R 1-12, paragraphs 2b and 2c for additional information on applicability.

4. Explanation of Terms. See AMC-R 1-12, paragraph 4.

## 5. Policies.

a. Approval Authority. An approval authority must authorize all conferences within the AFSC/JMC, with an estimated cost of \$7,500 or more. The commanders/directors are the authorities that approve conferences sponsored by staff elements within their respective organizations. The commander/director may delegate approval authority to a specific position reporting directly to the commander/director. The approval authority will base his/her approval on demonstrated need and justify the approval in writing. Conference sponsors will not plan conferences for any location just because it is a tourist vacation destination or resort. The approval authority will not approve conferences if funds are not available. The approval authorities for the HQ AFSC/JMC staff elements, organizations, subordinate installations, activities, and centers are as follows:

(1) HQ AFSC/JMC staff elements: Chief of Staff, HQ AFSC/JMC.

(2) Blue Grass Army Depot (BGAD), Crane Army Ammunition Activity (CAAA), McAlester Army Ammunition Plant (MCAAP), Tooele Army Depot (TEAD): Installation Commander.

(3) Other AAPS: Commander, JMC.

(4) Other AFSC Subordinate elements: Commander, AFSC Subordinate element.

(5) The US Army Defense Ammunition Center (DAC): Director, DAC.

(6) Anniston Munitions Center: Commander, Blue Grass Army Depot.

(7) Letterkenny Munitions Center: Commander, CAAA.

(8) Red River Munitions Center: Commander, MCAAP.

b. See AMC-R 1-12, paragraphs 5b, 5c, 5d, 5e, and 5f for information on conference approval requests, conference space requirements, multiple conference approvals, annual conference schedules, and report/feedback.

c. Conference Planning (also see AMC-R 1-12, para 5g; however, the following applies in lieu of para 5g(12)(d) of the AMC reg): If the conference sponsor can demonstrate in writing that the established per diem rate will not suffice for known lodging costs, the conference approval authority may authorize the conference lodging allowance IAW Joint Travel Regulations (JTR), Volume II, C4950. The conference lodging allowance authorizes reimbursement of up to a 25 percent increase (rounded to the next highest dollar) in the lodging portion of the per diem allowance under the conference lodging allowance method. It is a separate method of per diem reimbursement and is not an actual expense reimbursement. A Federal traveler attending a conference has authorization to use the conference lodging allowance as follows:

(1) For government sponsored conferences, the sponsoring agency determines when the conference attendees require a special conference lodging allowance rate and notifies the travelers. All agencies must use that rate in reimbursing their attendees.

(2) For non-Government sponsored conferences, the traveler's agency authorizes or approves the conference lodging allowance.

If the conference lodging allowance is inadequate, the conference approval authority may authorize actual expense allowance and the conference sponsor must notify attendees IAW the JTR Volume II, C4550, so that the attendees may properly prepare their orders.

## 6. Responsibilities.

### a. HQ AFSC/JMC.

(1) The HQ AFSC/JMC Chief of Staff is responsible for approving or disapproving conference requests of \$7,500 or more from the HQ AFSC/JMC staff elements.

(2) The HQ AFSC/JMC Deputies, Assistant Chiefs of Staff and Staff Office Chiefs are responsible for:

(a) Reviewing and approving all conference requests from within their organization and determining if the conference is necessary, if the benefits of the conference warrant the cost, and if the arrangements are cost effective.

(b) Coordinating all conference requests, regardless of cost, with the Offices of G-8 Resource Management, Office of Counsel, G-5 Public Communications, and Installation Security, prior to submitting the request to the conference manager.

(3) The G-8 Resource Management Directorate is responsible for:

(a) Serving as HQ AFSC/JMC conference manager.

(b) Establishing and publishing policy and guidance for the conduct of conferences for HQ AFSC/JMC and all subordinate installations and organizations.

(c) Performing guidance manager responsibilities for HQ AFSC/JMC.

(d) Determining if there are sufficient funds available for the conduct of each conference sponsored by a HQ AFSC/JMC staff element.

(e) Verifying that the sponsor has presented cost comparisons of at least three comparable conference sites.

(f) Sending the required cost comparison data to the G-8 Cost and Systems Analysis Division (AMSFS-RMC) for validation.

(4) AMSFS-RMC is responsible for validating cost comparisons when the conference manager requests them.

(5) The HQ AFSC Office of Counsel (AMSFS-GC), is responsible for:

(a) Establishing a point of contact (POC) to provide advice and counsel requested by conference sponsors.

(b) Reviewing HQ AFSC/JMC conference requests for legal/ethical considerations before submission to the conference manager.

(6) The G-5 Public Communications (AMSFS-PC) is responsible for reviewing HQ AFSC/JMC conference requests for impact on the public image of HQ AFSC/JMC prior to submission to the conference manager.

(7) The AFSC Assistant Chief of Staff for Force Protection G-2 (AMSFS-FP), will provide assistance to the installation security staff as requested, in the areas of force protection, personal protection, threat condition, intelligence support, or other security considerations deemed necessary as part of the conference planning process. For conferences hosted by HQ AFSC/JMC, the Rock Island Arsenal provides primary security input to the planning process as a host function. The Provost Marshal and Intelligence Team will assist in those instances just as they would for conferences held at other AFSC/JMC subordinate installations.

b. AFSC/JMC subordinate installations are responsible for:

(1) Establishing local controls, policies and procedures that are consistent with the policy and guidance herein and AMC-R 1-12.

(2) Designating a position or office to perform conference manager responsibilities.

c. Installation security offices are responsible for:

(1) Reviewing conference requests for all security considerations, to include force protection and personal protection considerations.

(2) Researching current threat conditions and intelligence considerations through coordination with appropriate law enforcement agencies.

(3) Reporting findings to conference host and recommending commensurate security measures.

(4) Contacting the HQ AFSC/JMC G-2 Force Protection Office for assistance as needed.

(5) Providing support for classified conferences to include verifying security clearances of attendees, physically surveying the conference room, and disseminating information on to attendees on the protection of classified materials.

d. See AMC-R 1-12, paras 6c and 6d for conference manager and conference sponsor responsibilities.